



Amended Calendar Submission

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Objective

- ▶ Ensure that school districts use the correct procedures for successful submission of their 2013–14 Amended School Calendars.
- ▶ Calendar compliance issues may include:
 - *Weather days, Emergency hours, Make-up days, Break days, Disaster days, Teacher equivalency days, Holidays, etc.*

Amended Calendar Facts

The Amended Calendar must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with statutes, regulations, and legislation established by the KY General Assembly.

- ☐ Amended Calendars are verified by KDE to ensure that mandatory requirements are met.
- ☐ All Amended Calendars must be submitted electronically through the KDE Web Application: <http://apps.kde.state.ky.us/login>
- ☐ If you need help with accessing this site or with user name/password assistance please contact your district WAAPOC (Web Application Administrator Point of Contact). Information regarding WAAPOC's can be found at the following Web site: [WAAPOC School District Contacts](#)
- ☐ 2013–14 Amended Calendars can be submitted to KDE after the last day of the school term.

Amended Calendar Requirements

- ▶ 2014 HB 211 – School calendars
- ▶ HB 211, as recently enacted by the General Assembly, provides flexibility for school districts to adjust school calendars in order to provide 1,062 hours of instruction. In the event that this number of hours cannot be met despite the best efforts of the district, the district may request a waiver in order for the last instructional day to occur on June 6, 2014

Waiver Contact: Kay Kennedy 502-564-3930, ext. 4433

Preparing the Amended Calendar in Infinite Campus & Creating the File for Data Submission

Once the 2013–14 Amended Calendar is revised in Infinite Campus it will be beneficial to run following reports prior to creating and submitting the Amended Calendar.

Calendar Edits Report

Generate the Calendar Edits Report

Path:

Index>KY State Reporting>
Edit Reports> Calendar Edits
Report

Instructions:

Select the school year and
“All Schools” or a single
school at the top of the
screen.

Click Generate Report.

The screenshot displays the Infinite Campus District Edition web application. At the top, there is a green header with the Infinite Campus logo and the text "District Edition". Below the header, there are three dropdown menus: "Year" set to "13-14", "School" set to "All Schools", and "Calendar" set to "All Calendars". A navigation menu on the left includes "Index", "Search", and "Help". Under "Index", there is a sub-menu for "KY State Reporting" which includes "Edit Reports". The "Calendar Edits Report" is selected and highlighted. The main content area has a blue header "Calendar Edits Report" and contains the following text:

This report may take several minutes to render. Please do not click Generate Report more than once.

The purpose of the calendar edit report is to identify calendars that have some of the following errors:

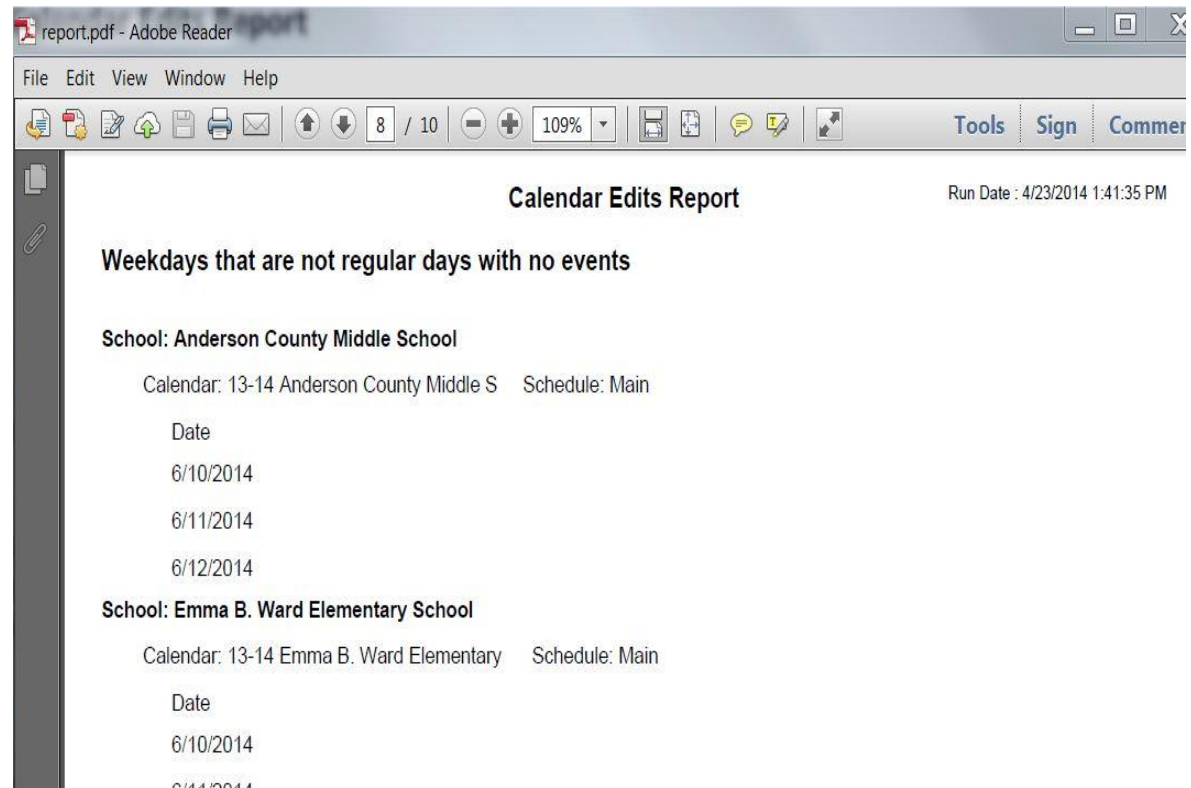
- a. School months that do not cover all days in the calendar.
- b. A Day Event (not Regular or Low Weather) that is marked for attendance.
- c. School Months with other than 20 days.
- d. Identify number of Opening days, Closing Days, Holidays, Professional Development days, and Makeup days in each calendar.
- e. No non-instructional minutes for lunch on every period structure.

The user will use this report to identify and correct those calendars found in each section of the report.

At the bottom of the main content area, there is a button labeled "Generate Report".

Calendar Edits Report

- Days with more than 1 event
- Days Outside of School Months
- Day Event Attendance
- School months with other than 20 days: Listing any month that does not meet the 20 day rule.
- **Event Existence:** The number of Opening, Closing, Makeup, Holidays and Professional Development days.
- **Missing Lunch Minutes:**
- A schedule that is missing lunch minutes
- **Weekdays that are not regular days with events:** It will note if a school day is not marked as an event (other than a regular day).



Calendar Summary Report

Path:

Index>KY State Reporting>
KDE Reports> Calendar
Summary

Instructions:

Select the school year and “All Schools” or a single school at the top of the screen. Click Generate Report.

The Calendar Summary Report indicates the following:

- number of six hour days
- any shortened days
- total instructional hours
- the amount of banked time for each calendar

The screenshot shows the Infinite Campus District Edition web interface. At the top, there's a green header with the logo. Below it, there are dropdown menus for 'Year' (set to 13-14), 'School' (set to All Schools), and 'Calendar' (set to All Calendars). A left sidebar contains a menu with options like 'Index', 'Search', 'Help', and various reports including 'Calendar Summary'. The main content area has a blue header for 'Calendar Summary' and a message: 'This report may take several minutes to render. Please do not click Generate Report more than once.' Below this, it says 'This report lists the 6-hour days and shortened days in the calendar. It gives total hours for the calendar and any banked hours.' There is a 'PDF' dropdown and a 'Generate Report' button.

Note: District will need to give whomever creates calendars access to this report.

Calendar Report

Generate the Calendar Report in IC

Path: Index>System Administration>Calendar

Instructions:

Select Days Tab and then select Print Icon.

About the Calendar Report:

The Calendar Report will capture the entire school year in one snapshot.

Highlighting the Non -Instructional Days and Non -School Days assigned.

The Total Instructional, Non-Instructional, Non-School Days and Minutes that are reflected at the bottom of the sheet are not correct for Kentucky schools. KDE has requested that the numbers be removed from the report to avoid confusion.

Infinite Campus District Edition

Year: 13-14 School: Anderson County Middle School

13-14 Anderson County Middle S

Index Search Help <

- Test Item Bank
- Settings
- System Administration
 - Attendance
 - Auditing
 - Batch Queue
 - Calendar
 - Calendar**
 - Calendar Wizard
 - School Years
 - Census
 - Counseling
 - Custom
 - Data Defining Tools
 - Data Interchange

Calendar Grade Levels Schedule Structure Terms Periods School Months Days Overrides

Day Reset Print Multi Day Event

<< April 2014 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

▼ Event on this Day

[illegible]

Anderson County 08/05/2014 through 08/12/2014				Anderson County Middle School 2013-2014 Calendar Year				Calendar Report 08/12/2014 @ 9:52:57 AM								
January																
Su	Mo	Tu	We	Th	Fr	Sa										
				1	2	3	4									
5	6	7	8	9	10	11										
12	13	14	15	16	17	18										
19	20	21	22	23	24	25										
26	27	28	29	30	31											
February																
Su	Mo	Tu	We	Th	Fr	Sa										
						1										
2	3	4	5	6	7	8										
9	10	11	12	13	14	15										
16	17	18	19	20	21	22										
23	24	25	26	27	28											
March																
Su	Mo	Tu	We	Th	Fr	Sa										
						1										
2	3	4	5	6	7	8										
9	10	11	12	13	14	15										
16	17	18	19	20	21	22										
23	24	25	26	27	28	29										
30	31															
April																
Su	Mo	Tu	We	Th	Fr	Sa										
				1	2	3	4									
6	7	8	9	10	11	12										
13	14	15	16	17	18	19										
20	21	22	23	24	25	26										
27	28	29	30													
May																
Su	Mo	Tu	We	Th	Fr	Sa										
					1	2	3									
4	5	6	7	8	9	10										
11	12	13	14	15	16	17										
18	19	20	21	22	23	24										
25	26	27	28	29	30	31										
June																
Su	Mo	Tu	We	Th	Fr	Sa										
1	2	3	4	5	6	7										
8	9	10														



Extracting the Calendar File from Infinite Campus

Generating the Calendar Data File in IC

Path: Index > KY State Reporting > Calendar Report

Instructions

Complete the following drop downs:

- Is Amended Calendar: Yes
- Calendar Type: Regular
- Board Approval Date: XX/XX/2014
- Exclude Calendars with state exclude: Yes
- Format: State Format (Fixed Width)
- Select Calendars button: list by year

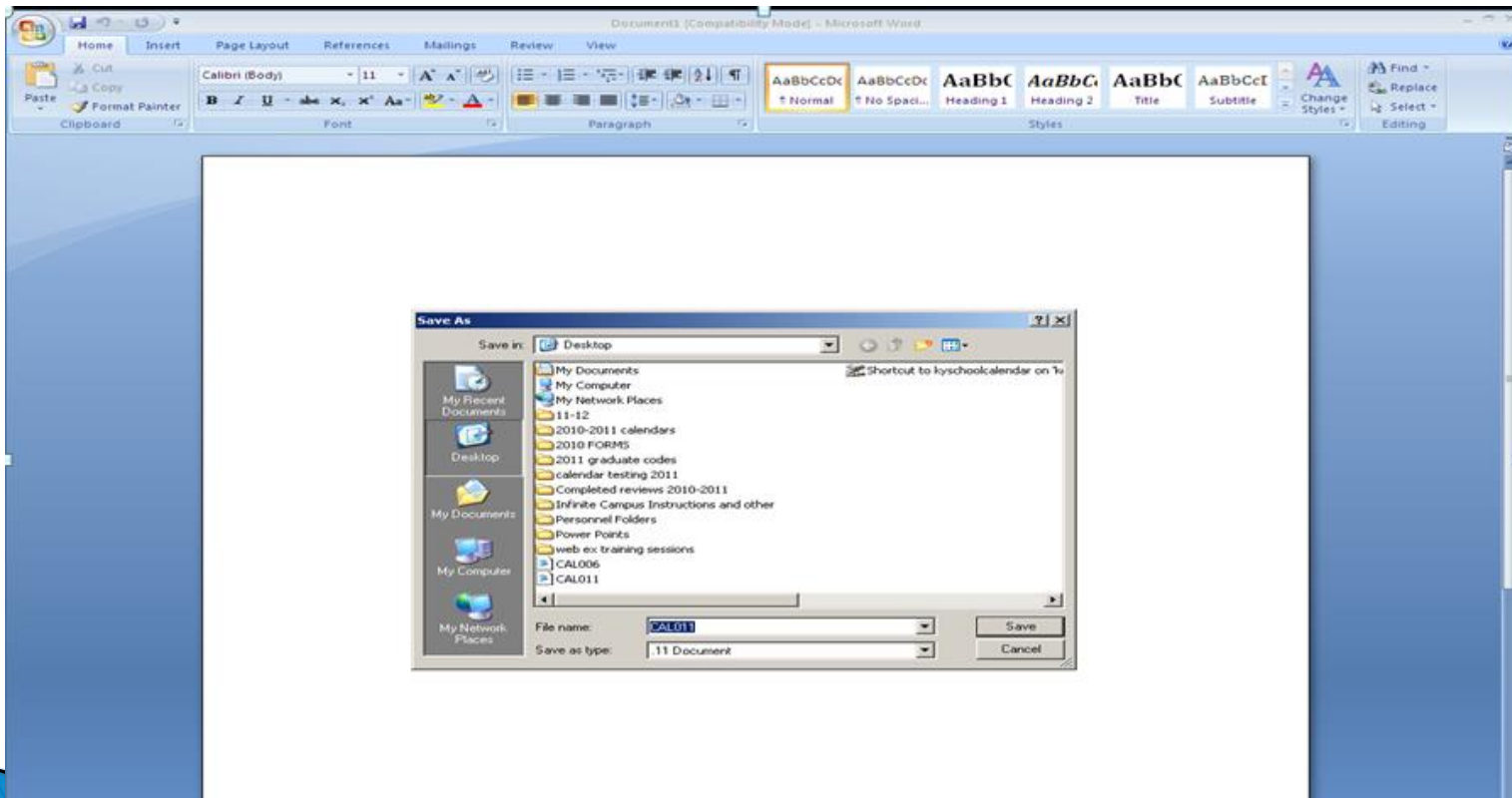
CTRL-click or SHIFT-click to select all required calendars to be submitted for 13-14

Click Generate Extract Button

The screenshot displays the 'Infinite Campus District Edition' interface. At the top, there are dropdown menus for 'Year' (set to 13-14) and 'School' (set to Anderson County Middle School). Below these is a navigation bar with 'Index', 'Search', and 'Help' tabs. A sidebar on the left lists various reports, with 'Calendar Report' highlighted. The main content area is titled 'KY Calendar Report' and contains a text box explaining the tool's purpose. Below this, there are several form fields: 'Is Amended Calendar' (Yes), 'Calendar Type' (Regular), 'Board Approval Date' (04/23/2014), 'Exclude Calendars with state exclude' (Yes), and 'Format' (State Format (Fixed Width)). A 'Generate Extract' button is located below these fields. To the right, there is a 'Select Calendars' section with radio buttons for 'active year', 'list by school', and 'list by year'. Below this, a list of calendars for '13-14' is shown, including '13-14 Anderson County High Sch', '13-14 Anderson County Middle S', '13-14 Emma B. Ward Elementary', '13-14 Ezrie B. Sparrow Early Ch', '13-14 Phoenix Academy', '13-14 Robert B. Turner Element', and '13-14 Saffell Street Elementar'. A note at the bottom right indicates 'CTRL-click or SHIFT-click to select multiple'.

Calendar File Format Instructions

Save As window will pop up and will by default have the File Name and Save as type correct. Note the location of where this file will be saved so it can be retrieved for uploading to KDE. The file name and type must be CALXXX.14 (XXX=District number)

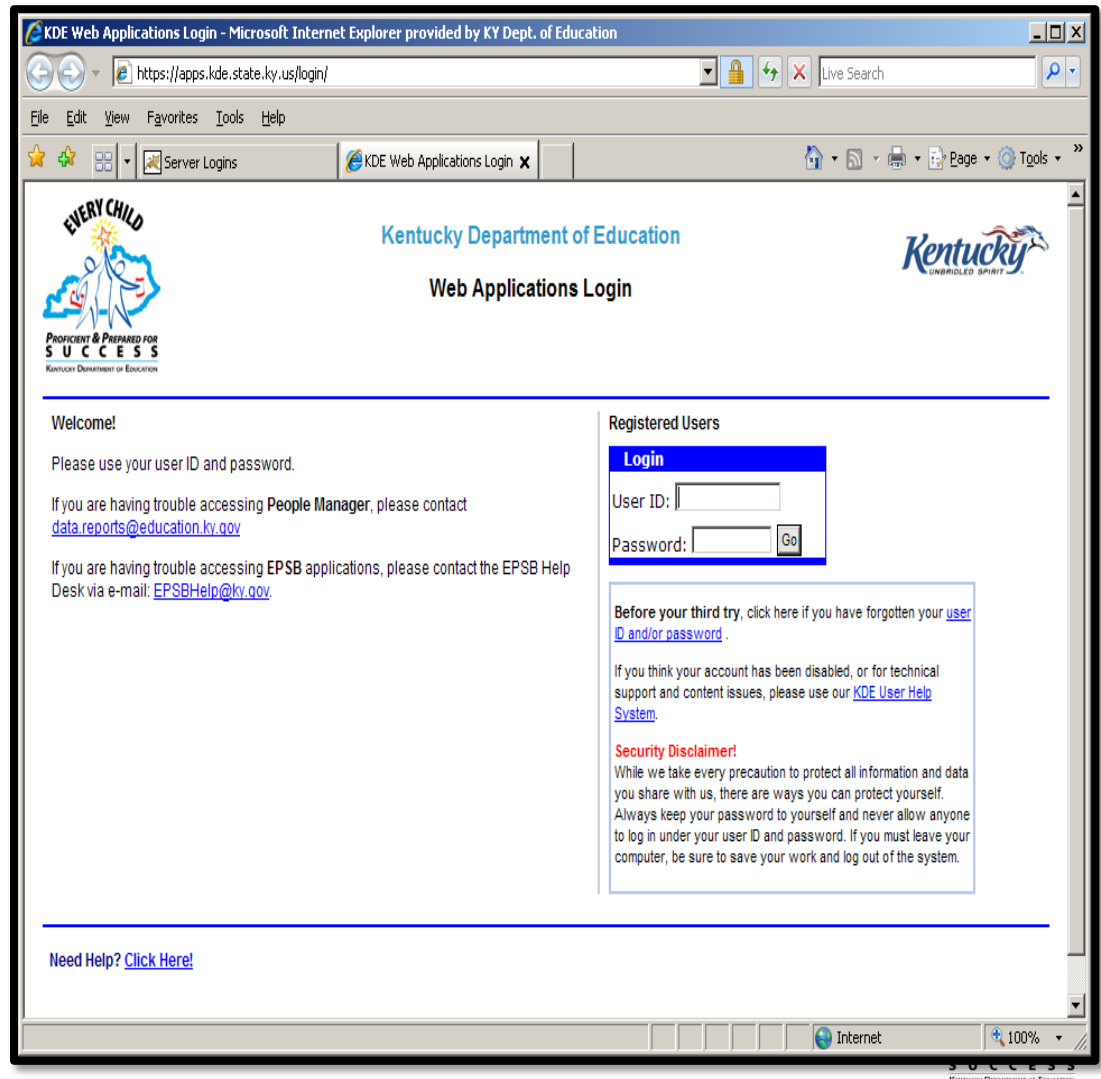


Preparing for Calendar Submission in KDE Web Application

KDE-Web Application Menu for Calendar File Submission Instructions:

- Open Internet Browser and type in the URL address
<http://apps.kde.state.ky.us/login>
- Enter your KDE web User ID and Password and click on “Go” button.
- After successful login, the web applications menu appears. Click on the link Kentucky School Calendar and this will take you to the file submission window.

Note: If there are issues with logging in or the user name/password please contact your district WAAPOC.



Process of Uploading File to KDE

- The Upload File page appears as shown in the picture below.
- Use the “Browse” button to locate the Calendar file that was saved in Infinite Campus.
- *Note: The file name should resemble “CALxxx.yy” where xxx stands for 3-digit district code and yy stands for 2-digit calendar year.*
- After selecting the file to submit, click on the “Upload” button.
- A message will appear on the screen in green, indicating the file was successfully uploaded. The system will notify KDE that the file has been submitted successfully.
- If your file submission was successful you can “Logoff” to sign out of the application.

Kentucky School Calendars - Microsoft Internet Explorer provided by KY Dept. of Education
https://app11.education.ky.gov/KYSchoolCalendar/Upload.aspx

Kentucky Department of Education
Kentucky School Calendar

Calendar > Upload File | View Data | Error Report | Status >> Logged in as: [JPAT1] Logout

File has been received and processed. KDE staff will review for accuracy.

Use the form below to select and upload your calendar file.

Before attempting to post your file please verify the following requirements are met:

- The system only accepts text files. PDF, Word, or Excel files cannot be submitted.
- The file name will resemble this: "CAL123.12", where 123 is your district number and .12 is the school year.

Your name: JPAT TESTING
Email address: SRI.SRINENI@EDUCATION.KY.GOV

Select file to upload: [Browse...]
[Upload]

Site Compatibility
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Automated Email Notice to Districts

- ▶ An automated e-mail message will be forwarded to the submitter that the file was successfully submitted to KDE.
- ▶ Auto Error Return will identify errors in the district's calendar submission and will send an automated approval or rejection notice by e-mail.
- ▶ The Auto Error Return system will not allow multiple calendar submissions to prevent overlap.

Amended Calendar Review by KDE

- ▶ The Amended Calendar is reviewed manually by KDE field staff to verify the mandated requirements. If the calendar does not meet the requirements, the submitter will be notified to correct and resubmit.
- ▶ If the school district has changed the Amended Calendar and needs to resubmit the file, a request for re-submittal must be obtained from the assigned KDE field staff consultant. To prevent an overlap, the calendar application will not permit a district to submit a calendar more than once unless KDE gives permission.

What Happens if the Amended Calendar File is Rejected?

- ▶ An error listing will be generated by the Calendar Application indicating the file errors.

The screenshot shows a web browser window displaying the Kentucky School Calendar application. The page header includes the Kentucky Department of Education logo and navigation links. The main content area shows an error report for a calendar file. The report includes a table with columns for Line Number, Sch Code, Calendar Date, Error Desc, and Error Detail. The errors listed are 'Invalid Days in School Attendance Month (Not between 0 and 20)' for various dates. Below the table, there is a link to download the report in Excel format. The footer contains copyright information and site compatibility links.

Line Number	Sch Code	Calendar Date	Error Desc	Error Detail
217	120	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
444	020	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
671	025	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
898	110	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
1125	022	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
1352	050	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21

- ▶ The list of errors will indicate the type of errors and where the error is.
- ▶ The error(s) must be corrected, rerun your calendar edit reports, then resubmit.

Common Errors

- ▶ Gaps in school months. Check your school month ranges to make sure there are no gaps in the school months. Be sure to include all marked days in your 10th month calendar month range.
- ▶ There must be 20 days in each school month excluding the 10th month, it can be less.
- ▶ Days in calendar cannot have more than one Day Event Type.
- ▶ “Invalid day of the week, not 1–5”. This is indicating that a Saturday or Sunday is selected as a school day.
- ▶ Not using the edit reports before submitting your 2013–14 Amended Calendar.

Common Errors

- ▶ Hours/Days: A calendar must consist of a minimum of 1,062 hours of instruction.
- ▶ Day Event Types are entered for Mondays through Fridays only. No weekdays should be omitted or ‘Xed’ out in the Amended Calendar.
- ▶ Each week day (other than a regular day) must have an event type.
- ▶ There should be no “Make-up” days reported on the Amended Calendar. KDE staff enters this information manually during the Amended Calendar submission process.

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